Montana Department of Labor and Industry

Employment Relations Division

STATE OF MONTANA

EDI Implementation

Guide

State of Montana
Department of Labor and Industry
Employment Relations Division
Data Management Unit
1805 Prospect Avenue, Helena MT 59601

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***This guide contains Montana specific EDI information. It is a companion to the International Association of Industrial Accident Boards and Commissions (I.A.I.A.B.C), E.D.I. Implementation Guide, Release 1. You may download the I.A.I.A.B.C. E.D.I. Implementation Guide from their web site: www.iaiabc.org or you may contact them: I.A.I.A.B.C. 5610 Medical Circle, Suite 14 Madison, Wisconsin 53711, Telephone : 608-663-6355, FAX : 608-663-1546

The Workers Compensation Database

In the late 1980s and early 1990s, Montana's workers' compensation system seemed to be out of control. Premiums were rising at an alarming rate, medical costs were soaring, and the courts appeared to be changing the rules on what benefits injured workers were entitled to receive. The unfunded liability at State Fund grew from tens of millions of dollars to hundreds of millions and private insurers were leaving the Montana marketplace.

Montana needed to gain better control of a program that paid out over $200 million in benefits. In order to increase control, Montana needed improved management information to focus and monitor reform efforts.

During the 1993 legislative session, Representative Chase Hibbard introduced legislation that created the workers' compensation database. The bill gave Montana its first opportunity to collect and analyze data pertaining to manyl areas of workers compensation.

The law mandated data collection from insurers, employers, medical providers, claimants, adjusters, rehabilitation providers and the legal profession. The data provides management information to the legislative and executive branches for the purpose of making policy and management decisions, including:

• performance information to identify quality and cost control issues and control abuse;

• trend information on medical, indemnity and rehabilitation costs and usage;

• litigation and attorney involved data to identify trends, problems and costs of legal involvement.

The database was designed with the input and approval of a task force comprised of adjusters, insurers, employers, legislators, State Fund, Montana Health Care Authority, the Legislative Auditor and rehabilitation providers. The task force adopted International Association of Industrial Accident Boards and Commissions (IAIABC) standards. They accepted forms-based reporting, guided rule development and approved data elements to be collected and aided in the development of both the First Report of Injury (FROI) and Subsequent Report of Injury (SROI) forms used for reporting injury and benefit information to the Department of Labor and Industry (DLI) Employment Relations Division (ERD).

Initial development of the database was completed on April 17, 1995. The database now provides information from the FROI, SROI, independent contractors, Uninsured Employer's Fund, policy coverage, attorney fee agreements, and settlements.

Introduction To The Electronic Data Interchange

EDI is the computer-to-computer exchange of standard business data using telecommunications. The Electronic Data Interchange (EDI) affords insurers and the Department of Labor and Industry (DLI) Employment Relations Division (ERD) a method of exchanging workers compensation information electronically. EDI is fast, accurate, reliable and cost effective. Many insurers nationwide use EDI routinely and ERD has worked hard to make this service available for Montana's workers' compensation system.

At this time, Montana DLI/ERD receives First Report of Injury (FROI) and Subsequent Report of Injury (SROI) information from insurers and DLI/ERD sends electronic acknowledgments each time data is received. Other data may be added as the national standards are developed.

Insurers who agree to send data electronically sign a trading partner agreement with DLI/ERD, which includes testing the reporting system to determine whether the transmission mechanism is acceptable. They maintain an agreed upon level of accuracy of data and re-send any data that is incorrect.

Getting Started

The following is a Claims Administrators Guide for how to start using EDI for reporting Montana's Workers Compensation First Reports of Injury and Subsequent Reports of Injury. The members of the IAIABC EDI Committee developed the guide for claim administrators and the Montana Department of Labor and Industry (DLI) Employment Relations Division (ERD) has modified this guide for Montana's Workers Compensation System and its needs.

The benefits to reporting EDI are:
+ Reduction of paperwork
+ One time data entry
+ Reduced errors, improved error detection
+ On-line data storage
+ Faster management reporting
+ Automatic reconciliation
+ Reduced clerical workload and telephone calls/communication
+ High productivity without increasing staff

More timely communications
+ Rapid exchange of business data
+ Elimination of mail charges, courier services
+ Improved production cycle

Uniform communications with all trading partners
+ Following a national standard
+ Allows for inter-state comparison of data

Cost of using EDI
Your costs may vary depending on software, telecommunications, and IAIABC fees. (IAIABC has a copyright on the flat file format for EDI. Their steering committee, comprised of Insurers and Jurisdictions voted to allow a yearly fee to those using this format to cover the cost of maintenance of this national standard).

Implementing EDI

Preliminary Questions

Be prepared to answer the following types of questions, which are often asked by DLI/ERD.

+ Do you report to multiple states?
+ Do you perform your own claims administration or do you use a third party?
+ Who currently submits FROI and SROI reports to the jurisdictions?
+ Do you support denials, corrections?
+ Do you currently have access to a value added network or FTP transmission?
+ Do you have an in-house computer system? If not, who provides your system support?
+ Are you willing to commit resources to the EDI project? If not now, when?
+ Do you have the EDI facilities?
+ Are you transmitting EDI for any workers compensation function?
+ Do you support either ANSI X12n or Flat File format?
+ What telephone communications are available?

Preparation and Business Processes

+ Examine and evaluate your business processes and how EDI will affect them.
+ Conduct an in-depth review of all data elements using the DLI/ERD Element Table.
  - o Review the definition of each element.
  - o Note the difference between these definitions and those of your firm.
  - o Note those elements not statutorily valid on the Edit Matrix.
  - o Note those elements not captured by your database that you wish to add as enhancements.
  - o Determine if changes to hard copy forms are needed to be in alignment with the national standards.
+ Identify reporting requirements for each data element.
+ Conduct an in-depth review of the Maintenance Type codes (MTCs).
  - o Apply the MTCs to reporting requirements.
  - o Determine which MTCs are valid for DLI/ERD and which are not.
  - o Once you have an understanding of the MTCs you can complete the Claim Event Table.
    + Review test scenarios.
  - o Determine those scenarios that are valid for DLI/ERD.
  - o Determine the Data Elements and MTCs that are required for each scenario.
  - o Draft hard copies of the scenarios using DLI/ERDs forms for test validation.
+ Claim Administrator trading partner(s) should begin storing live claim data as soon as they are capable for later testing.
+ Return to Element Requirement Table.

- o Determine which data elements should be utilized as primary and secondary match data elements; match elements will generally be mandatory on the element requirement table.
- o Complete Match Data Table.
- o Review each data element by MTC, decide which elements are Mandatory (M), Conditional (C), and which are Optional (O) for each MTC.
- o Complete Element Requirement Table.
- o There should be no indicators for those elements that are not valid for DLI/ERD but they should remain on the table.

Return to complete the Edit Matrix Table.

- o Remove other indicators for those data elements that are not statutorily valid for DLI/ERD.
- o Indicate those elements that are mandatory anywhere on the Element Requirement Table.
- o Review all data elements by Error Message. In other words, review all the data elements for the, 001-mandatory field not present error message, then continue through the next error messages.

It is imperative that the tables be reviewed and completed as soon as possible in the implementation process, although time consuming.

Review criteria for moving from test status to production status. Our test standard is 90% acceptance on 3 consecutive batches. Each batch must contain at least 10 unique transactions.

Technology Solutions

+ Examine and evaluate hardware and software requirements and options.
  - o Acquire Third Party Software to perform workers' compensation data extraction and transmission of reports over a network or
  - o Develop in-house written software to perform the above or
  - o Use third party services to convert your paper reports to electronically transmit the information to DLI/ERD. IAIABC can provide a list of vendors certified by the IAIABC or you can search the Internet to find vendors. Remember, not all vendors are experienced in this technology. DLI/ERD or IAIABC takes no responsibility for information found on the Internet.
+ Choice of format: ANSI or Flat Format (Montana prefers using the Flat File format)
+ Choice or transmission options: VAN, FTP, or Third Party Administrator.

Completion of Trading Partner Agreement

+ Obtain a copy of Montana DLI/ERD Trading Partner Agreement.
+ Obtain authorization from legal bureau for use of Trading Partner Agreement.
+ Master Trading Partner Profile.
+ Complete Transmission Specifications.
+ Review Montana Report Submission Table.
+ Review element requirements.
+ Review MCO Tables.

Programming

Develop an interface to load EDI information into your database.
+ Develop edits on EDI information.
+ Contact software vendors.
+ Develop method of extracting the proper transactions to send per the rules and triggers in the trading partner table.

Implementation Scheduling
+ Contact DLI/ERD and request EDI information such as triggers, rules, etc.
+ Trading partner
  o Education
  o Begin Trading Partner Agreement
+ Test status
  o Send test FROI   Send test SROI
  o Review test data   Review test data
  o Provide feedback   Provide feedback
  o Repeat until 90% accurate   Repeat until 90% accurate

Trading Partners must achieve at minimum a 90% acceptance rate on electronic reports on 3 batches containing at least 10 unique transactions.

Production status
  o Receive letter from DLI/ERD granting production status.
  o Discontinue sending hard copy FROIs and SROIs and begin electronic transmission on the date agreed upon.

EDI Trading Partner Agreement

State of Montana
Department of Labor & Industry
Brian Schweitzer, Governor

| Employment Relations Division | WC Claims Assistance Bureau | Data Management Unit |

ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT

Objective: To initiate, implement and maintain First Reports of Injury (FROI) and Subsequent Reports (SROI) through electronic filing.

We, the undersigned, as representatives of our respective organizations, corporations or governmental entity, do hereby agree to the following:

1. The Montana Department of Labor and Industry, Employment Relations Division ("the Division") is the regulatory agency for workers' compensation and occupational disease laws in Montana. _____ is an insurer providing workers' compensation insurance in Montana or the third party administrator for an insurer. The Division, the receiver, and ˌ the sender, agree that the sender will report workers' compensation information to the receiver via the national standards for Electronic Data Interchange (EDI) developed by the International Association of Industrial Accident Boards and Commission's (IAIABC) EDI Project.

2. You are a mandatory/voluntary Trading Partner. This agreement will commence upon the approval of the Division's Claims Assistance Bureau, Data Management Unit Supervisor, as demonstrated by his/her signature on this document.

3. The Trading Partners agree to use the IAIABC Flat File format.

4. The Trading Partners will perform a test of the reporting system to determine whether the transmission mechanism is acceptable. Trading Partners must meet all technical requirements as outlined in the State of Montana, EDI Implementation Guide. The term of the test is sixty days from the commencement of this agreement unless the Division approves an extension.

5. Once the testing requirements are met and production status granted the sender is no longer required to file paper forms.

6. Once production status is granted, the sender is required to achieve and maintain a 95% acceptance rate.

7. The format of data elements and definitions will conform to the IAIABC data dictionary, including future amendments, unless otherwise agreed between the Trading Partners. The Division will provide the sender with a minimum of thirty days notice prior to implementing amendments.

8. Technical requirements, data elements, and codes specific to Montana are found in the State of Montana EDI Implementation Guide.

9. Any error in transmission will be timely identified by the Division, and sent to the sender via the acknowledgment record. The sender will correct the identified errors and resubmit the record within 14 days of receiving the acknowledgment record.

10. The sender will pay any and all EDI transmission costs.

11. This agreement may not be modified or terminated except by the written agreement of the Trading Partners, with either party giving at least thirty days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as dated below:

_____
Trading Partner

_____
Name and Title

_____
Address

_____
City, State, Zip Code

_____
Phone

_____
Fax

_____
Email

David Elenbaas
Supervisor, Data Management Unit

Montana Department of Labor & Industry
Employment Relations Division
1805 Prospect Ave
Helena, MT 59601
(406) 444-6527
(406) 444-4140 Fax

daelenbaas@mt.gov

_____
Signature

_____
Signature

_____
Date

_____
Date

ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT
Third Party Administrator Attachment

Third party administrators often send reports to DLI/ERD for several insurers. Please complete the following for each insurer Federal Employer Identification Number (FEIN).

Insurance company name:

FEIN:

Insurance company name:

FEIN:

Insurance company name:

FEIN:

Insurance company name:

FEIN:

Insurance company name:

FEIN:

DLI/ERD Trading Partner Profile

Trading Partner Type: Jurisdiction

Master Trading Partner Name: State of Montana, Employment Relations Division

Master FEIN: 81-0302402

Physical Address: 1805 Prospect
City: Helena
State: Montana (MT)
Postal Code: 59601

Mailing Address: P.O. Box 8011
City: Helena
State: Montana
Postal Code: 59604-8011

Contact Information:	EDI Business Contact:	Technical Contact:
	Lucy Jeffrey	Jamie Queen
Phone:	(406) 444-1606	(406) 444-3577
FAX:	(406) 444-4140	(406) 444-4140
E-mail:	ljeffrey@mt.gov	jqueen@mt.gov

Transmission Profile – DLI/ERD Receiver Specifications

Receiver Name: State of Montana, Employment Relations Division

Master FEIN: 81-0302402   Postal Code: 59604-8011

Transaction Information: Transactions 148, A49, and AK1 – **Flat File Release**

Flat File Record Delimiter: Carriage return line feed.

Acknowledgement Information: Response period 24 Hours, Monday through Friday

Transmission Frequencies: May transmit Monday through Friday.

Electronic Mailbox(s) for this Profile:

Type	Account ID	User ID
ClaimHarbor/Claimport	UNICOMMTUNICOMMT	N/A
IVANS/Advantis	WCST	WCST014
Celerity – AT&T Easylink	N/A	N/A
Workcomp. net	As assigned	As assigned
Health Tech	As assigned	As assigned
Direct Reporting FTP	As assigned	As assigned

Trading Partner Profile

Trading Partner Type:
__ Montana Adjuster   __ Carrier   __ Third Party Administrator   __ Employer   __ Service Bureau

Sender Name: _____

Sender's FEIN: _____   Sender's Postal Code: _____-_____

(Must have 9 digits)

Physical Address: _____

City: _____

State _____

Postal Code: _____

Mailing Address: _____

City: _____

State: _____

Postal Code: _____

Contact Information: Business Contact: Technical Contact:

Name:	_____	_____
Title:	_____	_____
Phone:	_____	_____
Fax:	_____	_____
E-mail:	_____	_____

Transmission Profile – Sender's Response

Receiver Name: State of Montana, Employment Relations Division
Master FEIN: 81-0302402   Postal Code: 59604-8011

Transaction Information: Transactions 148, A49, AK1 – **Flat File Release**

Transmission Frequencies: May transmit Monday through Friday.

Select one :
Electronic Mailbox(s) for this Profile:

___   ClaimHarbor/Claimport
___   IVANS/Advantis
___   Celerity – AT&T Easylink
___   Workcomp.net
___   Health Tech
___   Direct Reporting FTP

First Report of Injury - Release 1 - MCO Table

DATA NUMBER	ELEMENTS	REQ
0001	Transaction Set ID	**M**
0002	Maintenance Type Code	**M**
0003	Maintenance Type Code Date	**M**
0004	Jurisdiction	**M**
0005	Agency Claim Number	O**M**
0006	Insurer FEIN	**M**
0007	Insurer Name	**M**
0008	Third Party Administrator FEIN	O
0009	Third Party Administrator Name	O
0010	Claim Administrator Address LINE 1	O
0011	Claim Administrator Address LINE 2	O
0012	Claim Administrator City	O
0013	Claim Administrator State	O
0014	Claim Administrator Postal Code	O
0015	Claim Administrator Claim Number	**M**
0016	Employer FEIN	**M**
0017	Insured Name	O
0018	Employer Name	**M**
0019	Employer Address LINE 1	O
0020	Employer Address LINE 2	O
0021	Employer City	**M**
0022	Employer State	O
0023	Employer Postal Code	O
0024	Self Insured Indicator	O
0025	SIC Code	O
0026	Insured Report Number	O
0027	Insured Location Number	O
0028	Policy Number	O
0029	Policy Effective	O
0030	Policy Expiration	O
0031	Date of Injury	**M**
0032	Time of Injury	O
0033	Postal Code of Injury Site	O
0034	Employers Premises Indicator	O
0035	Nature of Injury Code	**M**
0036	Part of Body Injured Code	**M**
0037	Cause of Injury Code	**M**
0038	Accident Description/Cause	O
0039	Initial Treatment	O

0040	Date Reported to Employer	O
0041	Date Reported to Claim Administrator	O
0042	Social Security Number	**M**

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0043	Claimant Last Name	**M**
0044	Claimant First Name	**M**
0045	Claimant Middle Initial	O
0046	Claimant Address LINE 1	O
0047	Claimant Address LINE 2	O
0048	Claimant City	**M**
0049	Claimant State	**M**
0050	Claimant Postal Code	**M**
0051	Claimant Phone	O
0052	Date of Birth	O
0053	Gender Code	O
0054	Marital Status Code	O
0055	Number of Dependents	O
0056	Date Disability Began	O
0057	Date of Death	O
0058	Employment Status Code	O
0059	Class Code	**M**
0060	Occupation Description	O
0061	Date of Hire	O
0062	Wage	O
0063	Wage Period	O
0064	Number of Days Worked	O
0065	Date Last Day Worked	O
0066	Full Wages Paid for Date of Injury Indicator	O
0067	Salary Continued Indicator	O
0068	Date of Return to Work	O

Data element 0005 is listed as OM because it is not required on an original FROI submission, but it is Mandatory on the submission of a Correction* (Maintenance Type Code CO) or Change (Maintenance Type Code 02) FROI.

*Montana does not return TE (Transaction Accepted with Errors) on acknowledgements at this time so we would not expect any SROIs sent with Maintenance Type Code of CO.

Subsequent Report of Injury - Release 1 - MCO Table

DATA NUMBER	ELEMENTS	REQ
0001	Transaction Set ID	M
0002	Maintenance Type Code	M
0003	Maintenance Type Code Date	M
0004	Jurisdiction	M
0005	Agency Claim Number	M
0006	Insurer FEIN	M
0008	Third Party Administrator FEIN	O
0014	Claim Administrator Postal Code	O
0015	Claim Administrator's Claim Number	M
0026	Insured Report Number	O
0031	Date of Injury	M
0042	Social Security Number	M
0055	Number of Dependents *Conditional with 57, 82, 97*	C
0056	Date Disability Began	M
0057	Date of Death *Conditional with 55, 82, 97*	C
0062	Wage	M
0063	Wage Period	M
0064	Number of Days Worked	O
0067	Salary Continued Indicator	O
0069	Pre-existing Disability	O
0070	Date of Maximum Medical Improvement *Conditional with 84*	C
0071	Return to Work Qualifier *Conditional with 72*	C
0072	Date Return/Release to Work *Conditional with 71*	C
0073	Claim Status	M
0074	Claim Type	M
0075	Agreement to Compensate Code	M
0076	Date of Representation	O
0077	Late Reason Code	O
0078	Number of Permanent Impairments	O
0079	Number of Payment/Adjustments *Conditional with 85 if >0*	C
0080	Number of Benefit Reductions *Conditional with 92 if >0*	C
0081	Number of Paid to Date/Reduced Earn/Recoveries *Conditional with 95 if >0*	C
0082	Number of Death Dep/Payee Relationships *Conditional with 55,57, 97*	C
0083	Permanent Impairment Body Code *Conditional with 84*	C
0084	Permanent Impairment Percent *Conditional with 70 & 83*	C
0085	Payment/Adjustment Code *See below*	C
0086	Payment/Adjustment Paid to Date *See below*	C
0087	Payment/Adjustment Amount *See below*	C
0088	Payment/Adjustment Start Date *See below*	C
0089	Payment/Adjustment End Date *See below*	C

0090	Payment/Adjustment Weeks Paid	*See below*	C
0091	Payment/Adjustment Days Paid	*See below*	C
0092	Benefit Adjustment Code	*See below*	C
0093	Benefit Adjustment weekly amount *Conditional with 92,94*		C
0094	Benefit Adjustment Start Date	*Conditional with 92,93*	C
0095	Paid to Date/Reduced Earnings/Recovery Code	*See below*	C
0096	Paid to Date/Reduced Earnings/Recovery Amount *See Below*		C
0097	Dependent/Payee Relationship	*Conditional with 55 & 57*	C

Explanation of Conditionals:
If data element 0057 has data, then 0055, 0082, and 0097 must have data and vice versa.
If data element 0071 has data, then 0072 must have data and vice versa.
If data element 0083 has data, then 0084 must have data and vice versa.
If data element 0084 has data, then 0070 must have data.

For Payment Adjustment Codes 010 (Fatality):
If a fatality has occurred due to injury/OD, report the occurrence in DN0085 as code 010.
If data element 0085 has code 010, then data element 0057 must have data.

For Payment Adjustment Codes 010 through 410:
If data element 0079 is greater than 0, then 0085 through 0089 and either 0090 or 0091 or both 0090 and 0091 must have data.
If data element 0085 has data, then data element 0079 must be greater than 0.
If any data element 0085 through 0089 has data, then all data elements 0085 through 0089 and either 0090 and 0091 or both 0090 and 0091 must have data.

For Payment Adjustment Codes 500 through 570 (Lump Sums):
If data element 0079 is greater than 0, then 0085, 0086, 0089, and 0091 must have data.
If data element 0085 has data, then data element 0079 must be greater than 0.
If any data element 0085 through 0091 has data, then data elements 0085, 0086, 0089, and 0091 must have data.

If data element 0080 is greater than 0, then 0092 through 0094 must have data.
If data element 0092 has data, then 0080 must be greater than 0.
If any data element 0092 through 0094 has data, then 0092 through 0094 must have data.

If data element 0081 is greater than 0, then 0095, 0096 must have data.
If data element 0095 has data, then 0081 must be greater than 0.
If data element 0095 has data, then 0096 must have data and vice versa.

Explanations of Mandatory Field Data Element 02:
If data element 0002 is SA, then 0073 must be either O (open) , R (reopen). X (reopen/close), or C (closed) depending on the status of the claim.
If data element 0002 is FN, then 0073 must be X (reopen/close) or C (closed).

DLI/ERD requires trading partners to send a SROI every 6 months from the anniversary of the date of injury until closure of the claim. Please see the "Montana Report Submission Table" for specific reporting submission requirements.

Detail Acknowledgement – Release 1

DATA NUMBER	ELEMENTS	REQ
0001	Transaction Set ID	M
0107	Record Sequence Number	M
0108	Date Processed	M
0109	Time Processed	M
0006	Insurer FEIN	C
0014	Claim Administrator Postal Code	C
0008	Third Party Administrator FEIN	C
0110	Acknowledgement Transaction Set ID	M
0111	Application Acknowledgement Code	M
0026	Insured Report Number	C
0015	Claim Administrator Claim Number	C
0005	Agency Claim Number	O
0002	Maintenance Type Code (from original transaction)	C
0003	Maintenance Type Date (from original transaction)	C
0112	Request Code (purpose)	O
0113	Free form text	O
0114	Number of Errors	M
0115	Element Number	M
0116	Element Error Number	M
0117	Variable Segment Number	M

Header and Trailer – Release 1

DATA NUMBER	ELEMENTS	REQ
Header:		
0001	Transaction Set ID	**M**
0098	Sender ID	**M**
0099	Receiver ID	**M**
0100	Date Transmission Sent	**M**
0101	Time Transmission Sent	**M**
0102	Original Transmission Date	OC
0103	Original Transmission Time	OC
0104	Test/Production Indicator	**M**
0105	Interchange Version ID	**M**
Trailer:		
0001	Transaction Set ID	**M**
0106	Detail Record Count	**M**

OC denotes that the field is optional. If you enter a date and/or time in the respective field, then the field becomes conditional. It must be a valid date and time.

MONTANA REPORT SUBMISSION TABLE

Report	MTC Description	Report Submission Criteria	When Due
148/FROI	00 Original FROI	All First Reports of Injury	30 days from date the carrier is notified of accident or occupational disease (OD)
	CO Correction*	Correction in response to TE	Within 14 days of the TE acknowledgement
A49/SROI	SA Semi-Annual *(Claim Status = 'O' or 'R')*	Six month anniversary of date of injury or OD, while the claim is open	Within 14 calendar days of each six month anniversary from date of injury or OD
	SA Semi-Annual or FN Final *(Claim Status = 'C' or 'X')*	Closure of claim	Within 14 calendar days of six month anniversary of date of injury or OD after claim is closed or at time of claim closure
	UR Upon Request	When Department needs up-to-date cost of claim data	14 calendar days from request of Department or Executive Branch

*Montana does not currently transmit any TEs. Thus, we do not expect to receive any COs at this time.

Montana Subsequent Report Codes

Permanent Impairment Body Part Code (DN83): 99

Benefit Adjustment Codes (DN85)

A - Apportionment/Contribution   H - Court Ordered Lien Against Workers' Compensation Benefits
B - Subrogation   P - Prepaid Benefit/Advances
C - Overpayment Credit   S - Social Security Disability

Compensation Payment Codes (DN85)

Code		Description
010	- Fatality	Benefits Paid To Families
020	- PTD	Permanent Total
021	- PTD, Supplemental	Cost of Living Adjustments
030	- PPD, Scheduled	Permanent Partial Benefits (Pre 7-1-87 Date Of Injury)
040	- PPD, Unscheduled	Permanent Partial Benefits
050	- TTD	Temporary Total Benefits
070	- TPD	Temporary Partial Benefits
090	- PPD, Disfigurement	Permanent Partial Benefits paid for disfigurement
240	- Employer Paid	Salary Paid By The Employer In Lieu Of Compensation
410	- Vocational Rehabilitation Maintenance	Retraining, Total & Partial Rehab Benefits, Auxiliary Benefits
500	- Lump Sum Other	Not Otherwise Classified or Combination of Benefits.
501	- Medical Lump Sum	Paid To Claimant As A Settlement Of Medical Liability
510	- Lump Sum Fatality	
520	- Lump Sum PTD	
530	- Lump Sum PPD, Scheduled (Pre 7-1-87 Date Of Injury)	
540	- Lump Sum PPD, Unscheduled	
541	- Lump Sum Vocational Rehabilitation Maintenance	
550	- Lump Sum TTD	
570	- Lump Sum TPD	

Late (payment to claimant) Reason Codes (DN77)

C1 - Lack of coverage information   E4 - Errors from state
D1 - Dispute concerning coverage   E5 - Errors from health care provider
D2 - Dispute concerning compensability in whole   E6 - Errors from other claim administrator/TPA
D3 - Dispute concerning compensability in part   L1 - No excuses
D4 - Dispute concerning disability in whole   L2 - Late notification, employer
D5 - Dispute concerning disability in part   L3 - Late notification, employee
D6 - Dispute concerning impairment   L4 - Late notification, state
E1 - Wrongful determination of no coverage   L5 - Late notification, health care provider
E2 - Errors from employer   L8 - Tech processing delay/computer failure
E3 - Errors from employee   L9 - Manual processing delay

Maintenance Type Codes (DN2)

SA – Semi Annual (Claim Status Open, Reopen/Closed, or Closed)
FN – Final (Claim Status Reopen/ Closed or Closed)
UR – Upon Request

Claim Type (DN74)

I – Indemnity   Z – Occupational Disease

Recoveries Codes (DN95) Other Benefits/Reduced Earnings Codes

300 - Funeral Expenses Paid To Date   380 - Vocational Rehabilitation evaluation paid to date
330 - Employer's Legal Expenses Paid To Date   390 - Vocational Rehabilitation education paid to date
350 - Total Payments To Physicians Paid To Date   400 - Other vocational rehabilitation paid to date
(Including Reimbursement To Claimant)   420 - Consultant/expert witness fees paid to date by insurer
360 - Hospital Costs Paid To Date   810 - Employer's deductibles recovery
(Including Reimbursement To Claimant)   820 - Subrogation recovery
370 - Other Medical to Medical Provider Paid to   830 - Overpayment recovery
(Date (Includes Reimbursement to Claimant)   840 - Unspecified recovery

Employment Relations Division (ERD) EDI Test Policy

Getting Started

Businesses interested in becoming EDI Trading Partners with DLI/ERD may submit a completed Trading Partner Package at least 10 days prior to their first transmission of a test file. The Trading Partner Package consists of a Trading Partner Profile, Transmission Profile – Senders Response, the carrier Federal Employer Identification Number (FEIN) and a signed Trading Partner Agreement.

To schedule your EDI test, contact: Lucy Jeffrey, Section Supervisor, Montana Department of Labor and Industry, Employment Relations Division, Data Management Unit, P. O. Box 8011, Helena, Montana 59604-8011, phone (406) 444-1606, fax (406) 444-4140, e-mail: ljeffrey@mt.gov.

EDI Testing Process

This is the initial phase in which the trading partner sends 3 batches identified by a "T" in test/production indicator, to be analyzed for quality of mandatory and conditional elements. Submission of one (1) report to test transmission is allowed at the sender's discretion if the trading partner is new and not changing VANS.

The Trading Partner performs a test of the reporting system to determine whether the transmission mechanism is acceptable. Trading Partners must achieve a 90% acceptance rate on 3 consecutive batches of electronic reports (currently FROI and SROI) containing at least 10 unique transactions; submit 10 matching paper forms; and meet all technical requirements. The term of the test is sixty days unless the Division (ERD) approves an extension.

Records with the "T" indicator will only be loaded in our test database. Only records with the "P" indicator are loaded in the production database. If any current records were submitted during the test process, they must be resubmitted after production status is achieved, to be loaded in our database.

Production Status

DLI/ERD grants production status by e-mailed notice and provides the date the trading partner may start to submit reports electronically. Records with the "P" indicator are loaded in the production database.

Limits

The testing period is 60 days for each trading partner unless an extension is approved by DLI/ERD.

Selecting a Transmission Type

VAN – Value Added Network
Choosing a VAN as your data transmission selection has the following requirements:
1. Select one of the following VANs for your transmission:
    Advantis – IVANS, Celerity – AT&T Easylink, Claimport, Workcomp.net, Health Tech or Direct Reporting FTP
2. Follow the VAN's procedures and provide DLI/ERD with account information in the Trading Partner Agreement.
3. Follow the EDI Testing Process outlined in this guide.

FTP – File Transfer Protocol
There are two FTP options when transmitting EDI with DLI/ERD:
1. You can access the DLI/ERD FTP server, placing your batch file in your account folder and picking up your acknowledgements.
2.   DLI/ERD can access your FTP server and retrieve batch files and send acknowledgements.

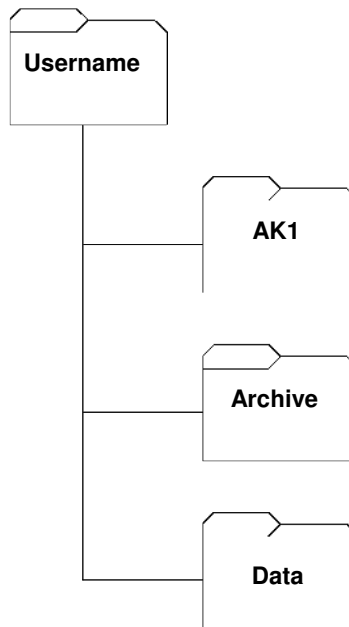**Choosing FTP as your data transmission selection has the following requirements:**
1. Use of FTP software compatible with DLI/ERD's use of IP Switch WS_FTP Server/Client.
    a. Have digital signature capabilities.
    b. Capable of 128-Bit Secure Sockets Layer (SSL) Encryption

2. One user account per Trading Partner will be setup on one FTP server, either DLI/ERD or Trading Partner's, with:
    a. Username having 6 characters.
    b. Password having a minimum of 6 characters using a combination of letters and numbers.

3. URL's will be used to connect to FTP sites:
    a. DLI/ERD's URL: sample "EDI.FTP.STATE.MT.US" (must have account to access).
    b. Trading Partner URL: sample "ACM E-FTP.com".

4. Anti-virus software must be in place on an FTP server and the PC using an FTP client. DAT files are to be kept current, at minimum, 14 days after released.

5. Daily business process will be as follows:
    a. FTP server accessibility
        i.   DLI/ERD's FTP server will be accessible 24 hours a day/7 days a week with the exception of maintenance and unforeseeable events.
        ii. The Trading Partner's FTP server will be accessible from 8:00 a.m. to 5:00 p.m. MST Monday through Friday.

iii. The following electronic folder/directory structure will be created on DLI/ERD's or Trading Partner's FTP server.

```
┌─────────────┐
│  Username   │
└──────┬──────┘
       │      ┌─────────────┐
       ├──────│    AK1      │
       │      └─────────────┘
       │      ┌─────────────┐
       ├──────│   Archive   │
       │      └─────────────┘
       │      ┌─────────────┐
       └──────│    Data     │
              └─────────────┘
```

b. Trading Partner batch file(s) must be placed on the server in the Data folder no later than 8:00 a.m. MST for same day processing by DLI/ERD.

c. DLI/ERD will retrieve the batch file.

d. DLI/ERD will copy retrieved batch file(s) to the Trading Partner's Archive folder.

e. DLI/ERD will place an Acknowledgement (AK1) file in the Trading Partner's AK1 folder for the previous day's batch file by 5:00 p.m. MST.

f. Trading Partners will retrieve their Acknowledgement (AK1) from their AK1 folder, then if desired, delete or move the file to the Archive folder.

5. Batch Files (148/A49): The DLI/ERD standard for file-naming format of batch files sent to DLI/ERD. File names will be structured as follows:

Example: ACM E01200 21025 08 1030 F. 148

                    a   b   c   d e

a. UserID: As assigned by DLI/ERD, usually the first 4 letters of the name and a 2 digit identifier.

b. Date: Formatted as "CCYYMMDD".

c. Time: Military time formatted as "HHMMSS".

d. File Format Type: F = FLAT or A= ANSI (ANSI will no longer be accepted in Montana after 12/31/2005).

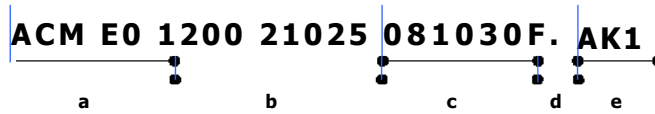e. Extension: 148 = FROI, A49 = SROI (extensions may be added as required).
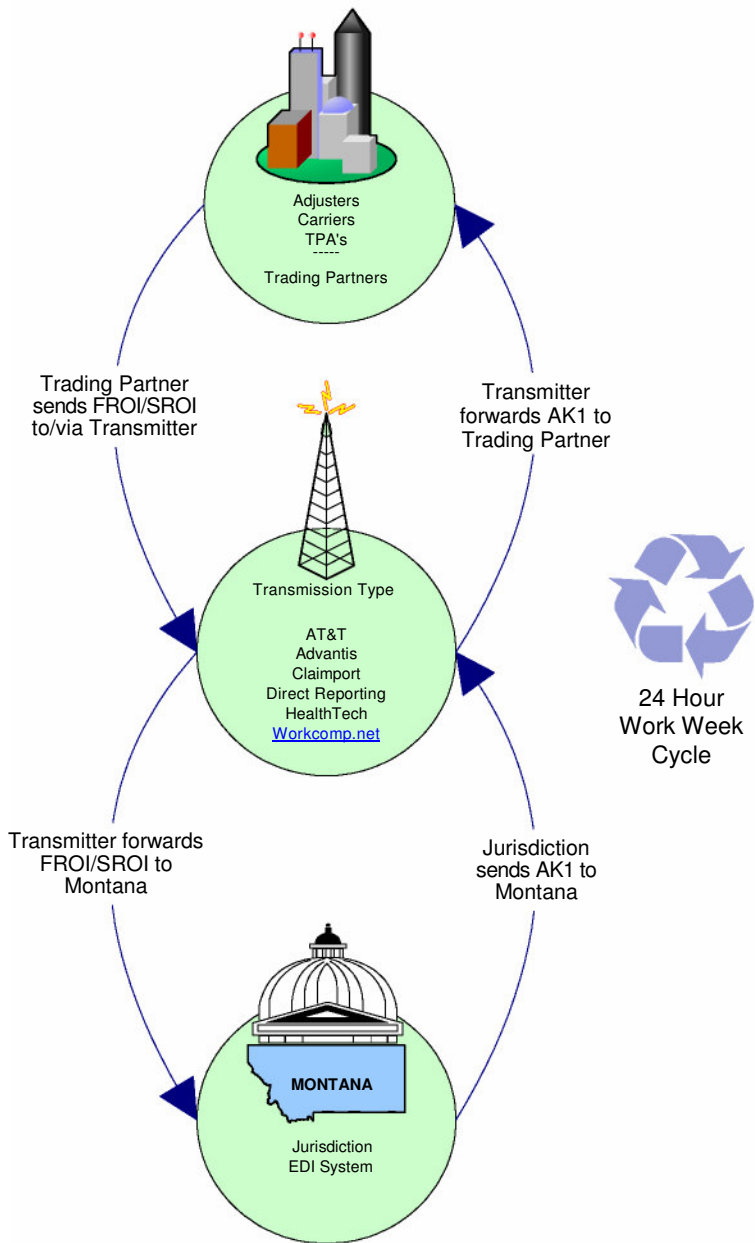
6. Acknowledgement (AK1): The DLI/ERD standard for file naming format of Acknowledgements sent to the Trading Partner. File names will be structured as follows:

Example:　　　**ACM E0 1200 21025 081030F. AK1**

　　　　　　　　　　a　　　　　　b　　　　c　　d　e

   a. User ID: As assigned by DLI/ERD, usually the first 4 letters of the name and a 2 digit identifier.
   b. Date: Formatted as "CCYYMMDD".
   c. Time: Military time formatted as "HHMMSS".
   f. File Format Type: F = FLAT or A= ANSI (ANSI will no longer be accepted in Montana after 12/31/2005).
   d. Extension: AK1 = Acknowledgement.

7. Compression of files is not permitted (e.g. zip).

8. The Trading Partner must maintain own archival backup of batch files independent of DLI/ERD in the event of a system failure.

9. Purging AK1 and Archive folders. If desired, the Trading Partner may archive their AK1 file on DLI/ERD's FTP server by moving it to the Archive folder after retrieval. DLI/ERD will clean the Trading Partner's AK1 and Archive folders, allowing no more than 30-days of files to accumulate.

10. Follow the set-up and testing procedures for FTP. Work with DLI/ERD contact(s) to establish connectivity/functionality testing.

11. Follow the EDI Testing Process outlined in this guide.

Adjusters
Carriers
TPA's

Trading Partners

Trading Partner
sends FROI/SROI
to/via Transmitter

Transmitter
forwards AK1 to
Trading Partner

Transmission Type

AT&T
Advantis
Claimport
Direct Reporting
HealthTech
Workcomp.net

24 Hour
Work Week
Cycle

Transmitter forwards
FROI/SROI to
Montana

Jurisdiction
sends AK1 to
Montana

MONTANA

Jurisdiction
EDI System

Montana Law 39-71-225.
Workers' Compensation

Database System.

Montana Rules 24.29.4301 through 24.29.4339

Workers Compensation and Occupational Disease, Sub-Chapter 43, Workers'

Compensation Data Base

System

Glossary

ANSI
An acronym for the American National Standards Institute. Founded in 1918, ANSI is a voluntary organization composed of over 1,300 members (including all the large computer companies) that creates standards for the computer industry. In addition to programming languages, ANSI sets standards for a wide range of technical areas, from electrical specifications to communications protocols.

Archive
To copy files ('*.148' and '*.A49') to a short-term storage folder. Periodically, the computer operator will purge or delete archive files from the archive folder.

Authorization Process
The initial step in becoming a trading partner with the Jurisdiction by completing the trading partner agreement.

Batch
A set of records that contains one Header, one or more detail transactions and one trailer record.

Batch File
A file that contains a sequence, or batch, of commands. Batch files are useful for storing sets of commands that are always executed together because you can simply enter the name of the batch file instead of entering each command individually. In DOS systems, batch files end with a.BAT extension.

Closed Claim
A claim in which all medical and indemnity benefits have been paid and there is no expectation of future liability.

Compression
Data compression is particularly useful in communications because it enables devices to transmit the same amount of data in fewer bits. There are a variety of data compression techniques, but only a few have been standardized. There are file compression formats, such as ARC and ZIP.

Data Base System
The electronic repository for workers compensation data established by 39-71-225, MCA

Digital signature
A digital code that can be attached to an electronically transmitted message that uniquely identifies the sender. Like a written signature, the purpose of a digital signature is to guarantee that the individual sending the message really is who he or she claims to be. Digital signatures are especially important for electronic commerce and are a key component of most authentication schemes. To be effective, digital signatures must be

unforgeable. There are a number of different encryption techniques to guarantee this level of security.

Edited data
A transaction after it goes through automated edits.

Electronic Data Interchange (EDI)
The intercompany exchange of standard business documents in a machine readable and standardized form.

Encryption
Translation of data into a secret code, encryption is the most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text; encrypted data is referred to as cipher text.

Extension
In some operating systems, one or several letters at the end of a filename. Filename extensions usually follow a period (dot) and indicate the type of information stored in the file. For example, in the filename EDIT.COM, the extension is COM, which indicates that the file is a command file.

Filename
All files have names. Different operating systems impose different restrictions on filenames. Most operating systems, for example, prohibit the use of certain characters in a filename and impose a limit on the length of a filename. The filename extension usually indicates what type of file it is.

Flat file
A file that has no structured interrelationship between its data records. A text document without formatting structure is considered a flat file. The flat file only contains the lines of text without regard to the visual presentation of the data on the page.

IAIABC
The International Association of Industrial Accident Boards and Commissions, which is an international trade association that seeks to advance the administration of workers' compensation systems through education, research, and information sharing. The IAIABC establishes standards for reporting industrial accidents.

Indemnity Benefits
Any payment made directly to the worker (or the worker's beneficiaries), other than a medical benefit. The term includes payments made pursuant to a reservation of rights, or in settlement of a dispute over initial compensability of the claim. The term does not include expense reimbursements for items such as meals, travel or lodging.

Indemnity Claim
A workers' compensation or occupational disease claim where indemnity benefits in addition to medical benefits are being paid or are likely to be paid in the future.

A Maintenance Type Code defines the specific purpose of individual records.

Plan 1 or Plan 1 Self-Insurer
an employer that has been properly bound by the provisions of Title 39, chapter 71, part 21, MCA.

Plan 2 or Plan 2 Private Insurer
An insurer that provides workers' compensation insurance pursuant to the provisions of Title 39, chapter 71, part 22, MCA.

Plan 3 or State Fund
The state compensation insurance fund, established by Title 39, chapter 71, part 23, MCA.

Purge
Systematically and permanently remove old and unneeded data.

Raw Data
A transaction as it was received from a sender, before it goes through automated edits.

Reporting Parties
Any person, firm, corporation, or any other type of entity, including an insurer, that is required by rule to report information to the department.

Server
A computer or device on a network that manages network resources. For example, a file server is a computer and storage device dedicated to storing files. Any user on the network can store files on the server. A print server is a computer that manages one or more printers, and a network server is a computer that manages network traffic. A database server is a computer system that processes database queries. Servers are often dedicated, meaning that they perform no other tasks besides their server tasks. On multiprocessing operating systems, however, a single computer can execute several programs at once. A server in this case could refer to the program that is managing resources rather than the entire computer.

SSL
Short for Secure Sockets Layer, a protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a private key to encrypt data that's transferred over the SSL connection. Both Netscape Navigator and Internet Explorer support SSL, and many Web sites use the protocol to obtain confidential user information, such as credit card numbers. By convention, URLs that require an SSL connection start with https: instead of http:.

Another protocol for transmitting data securely over the World Wide Web is Secure HTTP (S-HTTP). Whereas SSL creates a secure connection between a client and a server, over which any amount of data can be sent securely, S-HTTP is designed to transmit individual messages securely. SSL and S-HTTP, therefore, can be seen as

complementary rather than competing technologies. Both protocols have been approved by the Internet Engineering Task Force (IETF) as a standard.

Tables
Tools provided in the implementation guide to communicate reporting requirements.

Third-Party Administrator (TPA)
An entity who contracts to administer all or part of an insurer's or employer's workers' compensation business, which can include adjusting a claim on behalf of the insurer or employer.

Trading Partner (TP) / Sender
A business entity that has established a relationship with the Jurisdiction to electronically report claim data. This entity may be an insurance carrier (Insurer), self-insured, third party administrator (TPA) or servicing agent/vendor.

Trading Partner tables
A set of tables designed to provide information integral to controlling the extraction and transmission processes for successful EDI of Workers' Compensation data. The data contained in these tables is originally established by the "primary" trading partner to reflect their reporting requirements and environment.

Transaction
One detail record which contains data elements as defined in the IAIABC record layout. Each field in a transaction is validated.

Transaction Type
Identifies the data contained within a record: First Report of Injury (FROI) or Subsequent Report of Injury (SROI). Data elements contained within a Transaction Type may be Mandatory, Conditional, or Optional.

UEF
The uninsured employers' fund, established by 39-71-503, MCA.

URL
Uniform Resource Locator. An Internet address which tells a browser where to find an Internet resource. For example, the URL for the Ipswitch Web site is http://www.ipswitch.com/.

Workers' Compensation Subsequent Report
A report required to communicate payment information related to an indemnity claim, including both medical and indemnity benefits.

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12th accredited standards committee in ANSI